

DEPARTMENT OF ENGLISH POSITION DESCRIPTIONS

Directors and Assistant Directors

DIRECTOR OF WRITING PROGRAMS duties and responsibilities

Program Administration

1. Oversees the University Writing Program administered by the department of English that includes the basic writing course, English 100, and the

- j. Reviews syllabi for ENG 100, ENG 180, and ENG 280 each semester to ensure adherence to course outcomes and IAI guidelines. Reports any problems to Chair and assists faculty in making appropriate adjustments.
- k. Maintains a list of recommended textbooks, which is updated on an annual basis.
- l. Compiles, edits, and updates the standard textbook for TA-taught sections of ENG 180. This involves significant work in the spring semester and summer months in order to meet the deadlines. The standard textbook is a custom publication that brings in a small royalty, which provides funds for TA training and student

and 10 students take the exams each semester. BGS students can take proficiency exams at any time, and summer school students are also eligible to take the exams in the summer, which means that typically 2 to 3 students take an exam each summer.

- r. Assumes one credit hour independent study for every transfer student who comes from a quarter system institution with only 2 credits for either ENG 180 or 280. Rather than have the student take either as a 3-hour course, the Director assigns certain writing task, works with the student one-on-one, grades the resulting paper(s), and awards the appropriate course credit.
2. Regularly reviews and develops writing curricula for ENG 100, 180, and 280.
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- h. Oversees mentoring of each TA by an English Department faculty member.
 - i. Confers consistently with the Director of the University Writing Center on matters of Graduate TA staffing and coordinating its consulting procedures effectively with the Writing Program requirements.
 - j. Monitors TA work and confirms time cards every month.
17. Trains 6-9 new Graduate Teaching Assistants each summer and fall.
- a. Develops and maintains a training website for incoming Graduate Teaching Assistants that provides new TAs with materials to prepare for teaching ENG 180 in the fall. The website must be updated annually to reflect curricular updates, updates to the orientation schedule, and new readings that allow TAs to keep abreast of the latest research in the teaching of writing.
 - b. Ensures desk copies of ENG 180 textbooks are mailed to new TAs at the beginning of the summer and maintains contact with new TAs throughout the summer to answer questions and provide guidance prior to orientation.
 - c. Designs and runs a week-long orientation for new Graduate Teaching Assistants two weeks prior to the start of the semester.
 - d. Reviews new TA grading on the first set of student papers to ensure accuracy and consistency and provides individual feedback for each new TA.
 - e. Observes each new TA teach during their first semester of teaching and provides oral feedback, meant to help the TA improve teaching, and a written assessment.

Professional Writing Minor Coordination

18. Works in coordination with the Director of the University Writing Center to oversee and promote the Professional Writing Minor.
- a. Schedules, in consultation with the Director of the University Writing Center and the Director of Graduate Studies, the Professional Writing Minor classes and the Graduate professional writing courses on both the Macomb and Quad Cities campuses. This includes monitoring enrollment in each course every semester to determine how often to offer each course on each campus while balancing our staffing resources to make those offerings possible.
 - b. Collaborates with the Director of the University Writing Center to review, assess, and update the Professional Writing Minor.
 - c. Collaborates with the Director of the University Writing Center to promote the Professional Writing Minor.

Writing Representation Across WIU

19. Represents the Writing Program before external entities through serving *ex-officio* on the Writing Instruction in the Disciplines Committee and other committees as needed. Such committees have included the FYE Leadership and Classes Committees, the Essential Academic Skills Committee, and the Council on General Education.

maintaining a daily presence in the Center to answer employee and

15. Produces every year the University Writing Center

The location addresses the writing and writing curriculum needs of faculty, staff, and students at Western Illinois University as well as community members in the Quad Cities area.

Supervises, trains, mentors, and evaluates 2 graduate assistan tutors.

Supervision includes monitoring tutor's timeliness for their shifts, addressing problems or questions with respect to specific clients or tutors in general, and maintaining a daily presence in the Center to answer employee and client questions and build rapport with and among employees.

Training includes working with the Director to continue the training began during the two-day training orientation prior to the semester.

DIRECTOR OF ENGLISH EDUCATION duties and responsibilities

1. Monitors student Activities and Meetings
 - a. Establishes and coordinates initial meeting for student teachers
 - b. Visits and observes student teachers in the classroom as necessary
 - c. Coordinates each meetings for student teachers
 - d. Reviews edTPA with student teachers prior to formal submission
 - e. Remains up-to-date with edTPA in order to assist student teachers
2. EDUC 239/339 Duties
 - a. Oversees implementation of Teacher Education portfolio process
 - b. Conducts introductory meetings for all new EE majors
 - c. Directs students to complete TEP acceptance requirements
 - d. Assists students in submitting appropriate and professional materials
 - e. Provides materials that will help students complete the process
 - f. Assists students preparing for student teaching semester
 - g. Monitors dispositions of English Education students and student teachers
3. Meetings and Related
 - a. Acts as liaison for UCEP and COE on all issues concerning UCEP and COE
 - b. Attends bi-monthly meetings of University Council of Education Preparation (UCEP)
 - c. Attends Secondary Education Discussion meetings (SEDG) when held
 - d. Attends meetings concerning ACT/SAT prep for TEP Acceptance
 - e. Serves on UCEP Subcommittees as needed
 - f. Works with COE on website
 - g. Serves on Department Coordinating Committee
4. CAEP and NCTE Duties
 - a. Prepares program reviews required

- b. Aggregates data on location, positions and hiring of WIU graduates in English Language Arts Ed.
 - c. Collects data from COE pertaining to state and national test results
 - d. Prepares documentation for TEP acceptance
 - e. Aggregates data from EE Portfolio
 - f. Revises EE Portfolio data as needed
 - g. Directs EE faculty evaluation of EE Portfolio
 - h. Creates assessment reports for department, college, university and Teacher Education
 - i. Aligns all assessment tools with most recent NCTE, CAEP, and ISBE standards
6. Communication with English Language Arts Graduates [as

DIRECTOR OF GRADUATE STUDIES (DGSE) duties and responsibilities:

Graduate Student Advising

1. Advises all graduate students in the English program (approximately 35 to 50 both Macomb and Quad Cities) each semester (including summer); prepares degree plans and keeps up-to-date files on each student (including summer).
2. Visits the Quad Cities campus at least once a month for advising.

Program Administration

3. Oversees the graduate program (MA in English) both on- and off-campus (including summer).
4. Meets with new graduate faculty; recommends new faculty for full graduate faculty status (January-February).
5. Monitors and then prepares the annual assessment of the graduate program (assessment reports are due at the start of Visits)

19. Represents the graduate program before entities beyond the department. Participates in CAS Graduate Committee.
20. Communicates all relevant program information to the English Graduate Committee and English graduate faculty.
21. Reviews and approves proposals for independent study, thesis, exit capstone, internship, and certificate capstone work.

Program Recruitment and Retention

22. Prepares and distributes recruiting materials each year; develops and assesses current recruitment materials.
23. Implements recruitment strategies, including annual visits to regional institutions (including summer).
24. Uses and develops the regional recruiting

2. Supervises, trains, mentors, and evaluates 2 graduate assistant tutors.
 - a. Supervision includes monitoring tutor's timeliness for their shifts, addressing problems or questions with respect to specific clients or tutors in general, and maintaining a daily presence in the Center to

CREATIVE WRITING COORDINATOR duties and responsibilities

Primary Duties

1. Advises *Elements*: Oversees all aspects of publication, marketing, and mentorship of student editors.
2. Oversees the Fred Ewing Case and Lola Austin Case Writer-in-Residence reading series. This includes event

7. Coordinates events to enhance creative writing culture in the department and at the

recruitment events for local high schoolers and community college students (e.g. Explore Western).

4.

9. Curates English-focused web pages within the QC College of Arts and Sciences web portal, including regular development of new material featuring alumni and local internship/job shadowing opportunities.
10. Produces regular material for and moderates QC English Facebook page.
11. Maintains past, present, and prospective QC English student email listservs and makes regular